

# **Rules and Regulations For the Call/Volunteer Firefighter Training Program Massachusetts Firefighting Academy**

## **UNIFORM**

- A. Students should report to each training session in a clean departmental work uniform consisting of navy blue pants and t-shirt, polo shirt, or collared uniform shirt with department patch, black belt and black shoes or boots. All t-shirts and polo shirts shall be home department labeled or shall be plain navy. Dungarees may not be worn in place of uniform pants. Sneakers shall not be worn in the classroom or at any other time. Only the student's fire department sweatshirt and/or jackets shall be worn.

A clean class B departmental uniform shall be worn for graduation. No t-shirts or polo shirts will be allowed. The student must wear a collared uniform shirt with a department patch. Badge is optional, but encouraged.

- B. Only department issue or department approved hats or caps will be worn on academy grounds or other training sites. Hats or caps are not to be worn in the classroom, or during any practical evolutions. All hats will be worn brim forward. Hats will be removed when the student enters the classroom.
- C. No glasses other than prescription glasses or clean safety glasses will be worn at the academy or other training sites.
- D. All students shall be clean-shaven when they arrive for each training session. Mustaches may be allowed if allowed by the student's departments; however, in no case shall beards or any facial hair, which may impair the safety of the student or the proper operations of self-contained breathing apparatus, be worn. If a question of impairment arises, the MFA will have final determination if the facial hair needs to be removed.
- E. Hair shall be cut neatly and students shall be well groomed. Students with long hair will have the hair secured in back neatly, away from the facial area, during the training day.
- F. Any jewelry, i.e. chains, earrings, facial piercing's, etc., which presents a safety hazard, shall not be allowed.

## **DEPORTMENT**

- A. No obscene or abusive language may be used and no obscene or offensive literature shall be brought onto any academy training site.
- B. All gambling is prohibited at any academy training site.
- C. Alcoholic beverages and/or narcotics are prohibited and may not be consumed at any academy training site or during any break period or lunch hour. Students who appear at any training session while under the influence of alcoholic beverages or any illegal substance will not be

allowed to participate in training for the day and their department notified as to the alleged condition of the student. Students will not be allowed to leave the academy training site until a departmental decision is made for their safe transportation back to the student's respective community.

- D. No smoking, chewing of tobacco or snuff shall be allowed during classes, in the classroom or at any training site.
- E. No visitors other than chiefs of department and/or training officers shall be allowed at any academy training site. All visitors shall check in with the program coordinator or Officer of the Day (OD).
- F. No telephone calls shall be placed by a student unless in the event of an emergency or as regards to a departmental matter during training and after receiving permission from the OD. Phone calls will be allowed during break periods. In addition, all cell phones and pagers shall be turned off or in the vibrate position to keep from disrupting any training session.
- G. "Mr.", "Sir", or "Ma'am" shall be used when addressing visiting lecturers and instructors.
- H. All students will be respectful and courteous to each other, the staff, all visiting officers and all other visitors.
- I. Gum chewing, eating and drinking (except for the MFA issued water bottle) in the classroom and all other training areas is not allowed. Only water is allowed to be used in the MFA water bottles.

#### SAFETY RULES AND REGULATIONS

- A. Students will keep clear of any training equipment, building or prop unless accompanied by an MFA instructor.
- B. Horseplay will not be tolerated. Any infraction of the Rules and Regulations or breach of discipline will be cause for immediate dismissal from and failure of the training program.
- C. All personal vehicles will be parked in the area designated the first day of class.
- D. All students while engaging in training exercises must wear full protective clothing. Full protective clothing according to the NFPA shall include; turnout coat, turnout pants, helmet with eye protection, earflaps and chinstrap, gloves, boots and hood.
- E. All gear will be inspected the first night by the MFA. Students are required to have a full set of NFPA compliant turnout gear from the first class forward. If any turn out gear is not in NFPA compliance the student will be notified and given an opportunity to correct the deficiency. Under no circumstances will any student be allowed to participate in any live fire evolutions without fully compliant turn out gear.
- F. While participating in training evolutions, students shall be fully dressed using all of their protective equipment unless directed differently by the OD. When wearing turnout gear, it will be properly worn and secured including the use of chinstraps, gloves, coat closed and properly secured, etc. Protective hoods worn over the head unless changed by the OD. Any student not

in compliance with the above turnout gear requirements will not be allowed to participate in the training and will not receive credit for the training session.

- G. Students will bring to all classes a department SCBA and a spare bottle. All bottles must be within current hydrostatic date in order for the bottle to be refilled. This shall be brought on the first night and every training date. The SCBA and spare bottle will be inspected on the first night.

## ATTENDANCE

### *Attending on day one is mandatory. To attend this program you must be there on Day 1*

- A. Students shall not leave the training sites during classes. This includes all-day sessions. Students shall make lunch arrangements ahead of time for full day sessions.
- B. Students shall report any sickness or absence to their chief of department immediately. They shall report to the academy OD or program coordinator at the beginning of class or upon returning to the next scheduled class. Failure to report any absence shall be considered grounds for dismissal from the class.
- C. Unexcused absences will not be tolerated. Any unexcused absence shall be evaluated as to the impact and effect on the student at the attainment of proper skills and knowledge necessary to complete all graduation requirements. Any unexcused absence may be considered as grounds for dismissal from the class, and may result in consultation between the chief of department, academy representative, and the student, as to the student's continued attendance in the program. All students will be allowed a total of eighteen hours of excused absence. If a student is late for class, the time tardy will be deducted from the eighteen hours allowed.
- D. Any student that misses a Haz-Mat FRO class will not receive a Haz-Mat Fro certificate. The absence hours will still be charged against the student for missing the class.
- E. Students who miss more than eighteen hours of absence will not meet the requirements for graduation from the class and shall be dismissed from the class. When a student exceeds the eighteen hours they shall be removed from the class. A student whom is dismissed for exceeding the eighteen hours must take the entire course over to attain completion of the program. Absence abuse may result in consultation between the chief of the department, the program representative and the student as to the students continued attendance in the program.
- F. A student must have all required turnout gear and SCBA to participate in practical skills. Students who fail to bring the required gear will not be allowed to participate and will be considered absent from the skills training. Attendance and active participation in all practical skill evolutions is a course requirement for graduation from the class. Any student who is absent from practical skill classes may be subject to dismissal.
- F. It is the student's responsibility to be in attendance for the class roll call. Students who are tardy will be marked tardy for the period of time they missed. Constant abuse of punctuality will result in a consultation between the chief of department, a program representative and the student and possible dismissal from the program.
- G. Attendance at and active participation in all live fire evolutions (*Basic Fire Attack, Fire Control, Combined Evolutions*) as well as the maze or maze trailer is considered a requirement for

graduation. Any student absent or whom does not participate in any live fire evolution or maze training shall be subject to immediate dismissal. Student may return to this training day in another class and finish from that point if within six months. Beyond six months will require taking the entire program over.

- H. Attendance shall mean participation in and performance of all tasks that take place during the training day.
- I. Any student unable, for any reason, to participate in training shall be counted as absent for the entire training day.
- J. Student shall have an obligation to notify the academy, in writing, of any change in fire department employment status also their phone number or address
- K. It is the student's responsibility to sign the attendance roster at every class.

#### MISCELLANEOUS

- A. No ball or Frisbee playing is allowed
- B. Students shall complete all study assignments and homework as directed by the academy staff.

**Violation of any of the above rules, regulations, or requirements shall be cause for appropriate punitive action leading to dismissal from the training program.**

#### CLASS CANCELLATIONS

If any class is canceled for any reason including inclement weather the MFA will take all possible steps to contact the students prior to the training session. It is important that the student keep the MFA informed of all current contact information (i.e. telephone number). The program coordinator will set up a telephone call matrix with the students of each class.

#### REQUIREMENTS FOR SUCCESSFUL COMPLETION OF TRAINING

No student will graduate from the training program if, in the opinion of the training staff, and/or the director of fire training the firefighter displays any of the following:

- A. Failure, refusal or inability to climb or work from all types of fire department ladders in the performance of firefighting practices.
- B. Failure, refusal or inability to wear self-contained breathing apparatus in the performance of accepted firefighting practices. This is to include the tendency to display any indication of claustrophobia.
- C. Failure, refusal or inability to operate effectively or as directed during live fire operations at the training tower or other academy designated training sites.
- D. Failure, refusal or inability to operate effectively in the presence of heat, smoke, flame or gases.

- E. Failure to perform all academy evolutions in accordance with program policy as prescribed by the academy instructors. No other method shall be accepted.
- F. Failure to attend, perform and operate effectively at all live fire training sessions.
- G. Failure to complete successfully the execution of at least one stipulated exercise encompassing the training maze.
- H. Evidence of deception, cheating or collaboration during a written examination will result in a zero grade for that examination and may result in dismissal from the program.
- I. The grade average of 70% is the minimum grade average for passing the program.

After Exam 4 if the student's grade average is below 70% and cannot mathematically be raised to 70% with the last two exams, the student will be removed from the program.

Any student removed for a failing grade average will be required to repeat the entire program

#### GRADING SYSTEM FOR WRITTEN EXAMINATIONS

The grade average of 70% is the minimum grade average for passing the program.

After Exam 4 if the student's grade average is below 70% and cannot mathematically be raised to 70% with the last two exams, the student will be removed from the program.

Any student removed for a failing grade average will be required to repeat the entire program

#### SUBJECTIVE EVALUATIONS

Subjective evaluations will be written as necessary by all instructors to document a student's performance. These evaluations may be positive or negative in nature.

A subjective evaluation will be reviewed with the student. The instructor and student will sign the evaluation prior to forwarding to MFA.

A subjective evaluation as written by an instructor, and verified by the coordinator, that meets any of the following criteria: endangers the safety of personnel, impairs placement of water on the fire, requires the assistance of an instructor for the evolution to be successful, causes the breakdown of the evolution due to lack of completion of a key technique, or the student is not able to complete the required evolution will be given a written subjective evaluation. The coordinator or assistant coordinator must verify this particular subjective before the subjective is presented to the student

If three written subjectives are issued to an individual student then a consultation will be held with the program coordinator, the chief of the respective department, and the student. If the student cannot or will not alter his or her behavior or performance, the student will be subject to dismissal from the program.

### REPORTS TO CHIEF OF DEPARTMENT

The following written reports and grades are sent to the chief of department:

- Student progress report consisting of Grade Average and time missed. These will be generated after Exam 2 and Exam 4
- Late arrival and absence reports after the nine hours absent.
- All injury reports
- Subjective Evaluations

### WARNING AND DISMISSAL NOTICES

- A. Warning notices shall be issued to students for the following reasons:
  - Academic deficiency
  - Failure to comply with Rules and Regulations
- B. Warning notices shall become a part of the student's file with a copy sent to the chief of department.
- C. Dismissal notices shall be issued from the fire academy director to students who fail to meet the graduation requirements as set forth in the Rules and Regulations or who fail to comply with the Rules and Regulations.

### PHYSICAL REQUIREMENTS, DISABILITIES, INJURIES AND ILLNESS

- A. All students shall be required to participate in vigorous physical activities.
- B. All students shall inform the program coordinator of any learning disability that may impede their progress in the program, prior to the first day of class. Reasonable accommodations may be requested with approved documentation of the learning disability submitted to the MFA.
- C. All students are required to inform the program coordinator of any physical infirmities that they may have on their first day of class.
- D. All students are required, upon entry, to report to the program coordinator, or OD if they are using any form of medication.
- E. All students are required to report any injury or illness to the OD immediately

**Prior to the first day of class, all students are required to submit a rules and regulations compliance sheet signed by both the Student and Chief of Department. In addition, a Medical Status Report signed by the Chief of Department must also be submitted.**

***ALL STUDENTS MUST SHOW A PICTURE ID TO BE ALLOWED ENTRY TO THE FIRST CLASS.***

<p><b>CALL/VOLUNTEER FIREFIGHTER TRAINING PROGRAM</b> <b>MASSACHUSETTS FIREFIGHTING ACADEMY</b></p>
---

***STATEMENT OF COMPLIANCE***

I have read the Rules and Regulations of the Call/Volunteer Firefighter Training Program as set forth in this document and agree to abide by them while a participant in this program. . I further understand that my failure to abide by the rules and regulations as set forth shall result in my dismissal from the program.

By my signature below I acknowledge that I have read the rules and regulations

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of student

\_\_\_\_\_  
Signature of chief of department or designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of chief of department or designee

\_\_\_\_\_  
Name of department

**CALL/VOLUNTEER FIREFIGHTER TRAINING PROGRAM  
MASSACHUSETTS FIREFIGHTING ACADEMY**

***MEDICAL STATUS REPORT***

Firefighter's Name: \_\_\_\_\_

Fire Department: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

The above named firefighter has had a medical examination within the past **TWELVE MONTHS** in accordance with the Massachusetts Fire Training Council suggested guidelines for medical evaluation of applicants for the Massachusetts Firefighting Academy Call /Volunteer Firefighter Training Program. The findings of that examination indicate that this firefighter has no significant abnormalities that would interfere with vigorous physical fitness activities or the individual's job performance as a firefighter in training.

Signature – Chief of the Department: \_\_\_\_\_